

MINUTES

Executive Committee of the Academic Senate
CALIFORNIA STATE UNIVERSITY SAN MARCOS
Wednesday, October 15, 2008
KEL 5207
12-2 p.m.

Members Present	Janet McDaniel, Chair Kathy Norman, APC Glen Brodowsky, ASCSU/NEAC Olaf Hansen, UCC	Shaoyi He, Vice Chair/LATAC Jackie Trischman, FAC Laurie Stowell, PAC	Andre Kündgen, Secretary Yvonne Meulemans, GEC Martha S-Holmes, SAC
Ex Officio Present	Emily Cutrer, Provost; Fritz Kreisler, CFA		
Not Present	Dick Montanari, ASCSU; Kathleen Watson, BLP		
Staff	Marcia Woolf, Academic Senate Coordinator		

I. Approval of Agenda

Motion #1 M/S/P*
To approve the agenda as presented.

II. Approval of Minutes of 10/8/08

 Corrections were made to the minutes.

Motion #2 M/S/P*
To approve the minutes as amended.

III. Chair's Report, Janet McDaniel: A President's Faculty Open Forum was held Tuesday, October 14th; 15 faculty and 1 administrator attended. The budget was a major topic of discussion and Haynes reported that mid-year cuts are possible, depending on the outcome of the governor's negotiations with the legislature and the outcome of November elections. If our cut is 3% or less, then the \$1.8 million we set aside will cover the cut; if more, the president will likely ask the University Budget committee to develop a process to include division cuts, hiring freezes, etc. She plans to hold to the principles of maintaining services to students and no layoffs. Concerning diversity and social justice initiatives, faculty requested a higher profile for Garry Rolison's position and the Social Justice and Equity Project (website, town hall, video, announce at Senate, etc.). Concerning faculty hires, we will have to look at vacant positions with care in light of the budget situation; there is no systemwide directive. She noted that capital projects are not funded with regular state monies; there is no redirecting of funds away from instruction.

McDaniel attended a statewide Academic Senate Chairs meeting on October 9th. Topics included technology issues (we need to create or update our Information Security and Acceptable Use policies); the voluntary system of accountability (we are in the second year of CLA – there are other assessments – and we are meant to reflect after two years; who on our campus should be involved in providing input to ASCSU on CLA?); Research and Creative Activity grant funding (funding level static since 1989 - \$2.5 million – and CSU will seek an increase; Chancellor's Office is asking for longitudinal data on outcomes to support this request); the system budget situation (we are overenrolled by 11,000 which does not support our argument for more funding; mid-year cuts are a possibility and the Chancellor's Office is asking faculty for anecdotal evidence of impact of budget reduction; a new legislature may change the tenor of our 09/10 budget deliberations); concerns about the Accessible Technology Initiative; a human resources report from Margie Merryfield (changes to Tax Sheltered Annuities; PPI information); and other topics (net gains/losses in tenure track hiring over the years; trend toward fewer searches last year and this).

The Senate Office budget allocation has been received and the officers have decided to provide the course releases specified in resolution EC 296-05. Committee co-chairs are to provide Woolf with information on how units are to be divided. McDaniel will receive one additional course release, since CoE professors teach one more class than faculty in other colleges. This aspect will be added to a revised resolution based on a new workload study which we will undertake this year.

McDaniel requested that committees notify the Senate office when they plan to bring an item to EC which concerns the School of Nursing, so that an SoN faculty member may be invited to join the discussion.

IV. Vice Chair's Report, Shaoyi He: He and McDaniel attended UBC on October 10th. The meeting included a brainstorming session on procedures to be used to develop a budget plan. Katie Rees acted as facilitator. The group focused on how

**All motions were passed unanimously unless stated otherwise.*

Legend: M = Moved S = Seconded D = Defeated P = Passed L = Lost W = Withdrawn

to prioritize and to get routine things done while getting a budget plan developed effectively and efficiently. The next meeting will be held in mid-November.

V. Secretary's Report, Andre Kündgen: No report.

VI. Provost's Report, Emily Cutrer: Cutrer met last week with PRC members for a brainstorming/information-sharing session which proved useful to all. The current process is good and members are doing a good job, but there may be ways to improve or for AA to be more supportive to the PRCs. There will be yearly meetings to talk about the process and its significance and importance. Cutrer will work with Jeffries, the Faculty Center, and the deans to develop sample PRC letters and a rubric for PRCs to use to make their job easier.

Cutrer also reported that the purpose of the new president's office protocol is so that the president may attend more events. Her staff has spent hours working with groups to learn about event details, and they needed to streamline that process, to find a way to capture the needed information on the front end. The expected outcome of the new protocol is that the president will be able to attend more events rather than fewer. EC members noted that the procedures seem disproportionate to the intent, and suggested abbreviated procedures be developed (e.g., to let the president know about an event to which she is welcomed but not expected). Cutrer indicated that checklists will be different depending upon the nature of the event. The provost's office will provide feedback to the president's staff along way to ensure that the process is not overly cumbersome. It is expected that the new procedure will be seen as a positive development.

Cutrer will attend an Academic Council (statewide provosts) meeting tomorrow.

VII. ASCSU Report, Brodowsky/Montanari: Brodowsky reported that Gail Brooks, Interim Vice Chancellor for Human Resources, told the Faculty Affairs Committee that the PPI funds are available. They also received statistics on temporary vs. full time faculty, and administration/MPP ratios. At this time of crisis, it is important to ensure that "no growth" applies to all classes of employees for the sake of morale and justice. AIG Retirement will be the provider for our 403(b)s. Brodowsky is now serving on a systemwide CLA (Collegiate Learning Assessment) task force which will be looking at it from a more philosophical viewpoint: what should we be assessing and how? A kick-off conference call will take place tomorrow. Cutrer is chairing a search committee for CSU Vice Chancellor for Academic Affairs. Efforts continue on a strategy based on the faculty engagement survey.

VIII. CFA Report, Fritz Kreisler: Only faculty hired prior to August 1, 1988, are eligible for PPIs this year, which effectively eliminates all CSUSM faculty. Kreisler e-mailed CFA with his concern about faculty who came to CSUSM from another CSU campus, since PPI eligibility is based on time spent at one's current campus only. FAC will be devising a PPI procedure for next year and hopes to use feedback from other campuses which go through the process this year. The systemwide guidelines for PPIs are clear but will require personalization for CSUSM. The basic process involves a PRC-type committee, and submission of a two-page summary of the last five years of work. Possible rating categories are "above and beyond worthy" (will receive an increase of between 2.75-3.5% at the president's discretion), "unworthy," or "satisfactory" (2.5% increase). Faculty members may appeal the category and the amount awarded in the "above and beyond" category. The appeal is made to a panel of five full professors who are not in the eligible pool. That panel's decision is final. The only rule for the panel is that the awarded percentage must be within the specified range, and the panel will be limited by funds available. Kreisler also reported that the equity process has not yet been finalized. Thus far, the CSU has made no response to CFA's request concerning 08/09 increases.

IX. ASI Board Meeting Report, Andre Kündgen: To the student's request for use of the Kellogg patio, VP Worden's responded that we are self-insured and that the patio was not intended for use by the general public. Jeffries discussed the WASC process and invited students' participation. There was a capital projects presentation with a focus on the new student union. The ASI too is concerned with Nursing representation on their Board. An officer reported we now have ASI M&Ms and car fresheners.

X. Brief Committee Reports

APC: The committee has finished revising the Administrative Withdrawal policy; Barsky is now reviewing. Next week they expect to finish the new on-line instruction policy. Several other policies are in the pipeline, including grading triple majors and catalog rights.

FAC: FAC will begin reviewing the School of Nursing's temporary faculty document this week. They are also considering the university RTP policy in terms of how the PRCs and department chairs review a file for completeness. It was suggested that review this period could be used for advising of some kind.

LATAC: The committee will meet on October 29th and will be working with IITS on ATI issues as they help faculty members to develop courses. LATAC will be discussing ways to prepare for possible difficulties with CMS/PeopleSoft in Spring 2009. Jeffries will talk with LATAC about WASC issues at their next meeting.

**All motions were passed unanimously unless stated otherwise.*

Legend: M = Moved S = Seconded D = Defeated P = Passed L = Lost W = Withdrawn

PAC: The committee is working on a response to Visual & Performing Arts and will be going to their faculty department meeting. PAC is still seeking external reviewers for a couple of programs. They are also reviewing some that just came in, and are ensuring that the information on the website is correct. Next week, they will attend the WASC Theme 2 town hall meeting on learning outcomes.

UCC: The committee is finishing up a set of course proposals and changes. They are also reviewing three P2 forms, for Sociology, Human Development (addition of some lower division course requirements), and Literature & Writing Studies (a new writing workshop). UCC will work on updating the C and C2 forms and hopes to develop these in PDF format. They want to add SLOs somewhere on that form. For the first time, a course that is a pure service learning has been submitted, and UCC will consider how to include this or on-line classes on the C or C2 forms. Finally, they will be reviewing a P form for Child and Adolescent Development.

XI. Consent Calendar Items

NEAC Recommendation: Jule Garcia for UCC, CoAS/SS 08-10

Motion #3 M/S/P* (Watson)

To forward this Consent Calendar item to the November Senate agenda.

X. Old Business

EC Fundraising Questions for VP Hoss Visit EC members brainstormed to develop a list of questions to forward to Neal Hoss in anticipation of his visit with the EC next week.

XI. New Business None.

The meeting was adjourned at 1:30 p.m.

Prepared by Marcia Woolf, Academic Senate Coordinator

Approved by the Executive Committee _____
Andre Kündgen, Secretary Date

**All motions were passed unanimously unless stated otherwise.*